



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

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Applicable ACA Standards:	Revision Date: 02-10-04, 01-09-06, 11-23-07, 08-17-09, 12-02-09, 02-17-10
Signature: /s/ <i>Karen Duncan</i>	Effective Date: 12-31-02
Signature: /s/ <i>Steve Gibson</i>	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to provide the necessary level of security, supervision, and control of youth who require escorted transportation. This procedure should be reviewed annually and updated as needed.

II. DEFINITIONS:

None

III. PROCEDURES:

A. Youth will be transported in a safe and humane manner under the supervision of trained employees. The primary responsibility of staff transporting youth is safety of the officer, the public, and the youth.

B. Transport Arrangements:

1. Transportation officers should be contacted first for all youth transports unless time and distance requirements indicate the local Juvenile Parole Officer (JPO) is a better transportation option. If a transportation officer is not available, the JPO may need to transport. JPO may need to assist transportation officers.
2. Proper paperwork needs to be completed before transportation staff accepts youth for transport. Paperwork consists of [Intervention Agreement \[YCC 100-2 \(A\)\]](#) or [Waiver of Rights to a Hearing \[YCC 100-4 \(B\)\]](#), [Certificate to Detain \[YCC 100-3 \(A\)\]](#), [Order of Revocation \[YCC 100-4 \(I\)\]](#), [Juvenile Parole Agreement \[YCC 60-3 \(A\)\]](#) and/or [Individual Youth Placement Agreement \[YCC 60-17 \(C\)\]](#), and as needed, Interstate Compact forms ([YCC 130-1](#)), [Interstate Compact for Juveniles - Cooperative Supervision](#). Youth newly committed to youth correctional facilities must have a current, complete physical examination, completed by a licensed physician assistant-certified, an advanced practice registered nurse, or by a licensed physician, an order of commitment, an adequate social history, and any school records.

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3. Facility or supervising parole officer ensures a current picture, physical description, and emergency contact information of the youth are included in the transport information.

C. Verify Transportation – when transporting youth to a pre-placement meeting or from one placement to a different placement or to detention:

1. Transport youth with a same gender staff member when convenient.
2. Use a [YCC Transportation Log \[YCC 90-1 \(B\)\]](#) to show beginning mileage and time in addition to arrival time and mileage.
3. When transporting youth, call in (by radio or telephone) starting time and mileage and ending time and mileage (call recipient log the time and mileage)
 - a. PHYCF Aftercare Coordinator call PHYCF main control by radio or 406-233-2300
 - b. Following individuals call GFYTC at 771-6189:
 - i. RYCF Aftercare Coordinator
 - ii. Transportation officers
 - iii. Juvenile Parole Officers
 - iv. Juvenile Parole Officers II
 - v. GFYTC staff
4. YTC staff will maintain transportation log information on [YTC Transportation Log \[YCC 90-1 \(C\)\]](#)
5. YTC staff members will keep the in-vehicle transportation log for all trips.
6. In certain situations other than transporting youth from one placement to another (such as taking youth to various appointments, to school or on a job search), it may be appropriate for a JPO to follow the transport documentation procedure. The officer may make this decision based upon a number of factors including but not limited to being unfamiliar with the youth, or knowledge that the youth made unfounded allegations in the past.
7. Individuals with vehicle assignments will send transportation logs to the YCC Bureau Chief or designee on a monthly basis at the same time other monthly reports are due.
8. GFYTC transportation officer will send all YTC transportation logs to the YCC Bureau Chief or designee on a monthly basis at the same time other monthly reports are due.

D. Searches:

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The transporting staff conducts a search of the youth, which includes:

1. A pat down search to assure all items or contraband have been removed from the youth. (Refer to YCC 60-5, Searches of Youth, Vehicles, Residence, and Confiscated Property)
2. A youth who is at high risk for self-harm should be strip searched by same gender staff in a juvenile detention facility or hospital setting before placement in restraints.
3. It will be the receiving facility's responsibility to search the youth after being delivered by the transporting staff.
4. All searches should be conducted by an officer of the same gender whenever possible. (Refer to [YCC 60-5, Searches of Youth, Vehicles, Residence, and Confiscated Property](#))
5. All personal items will be secured in trunk, if available, or otherwise restricting youth's access.

E. Restraints:

1. The transporting staff is responsible for ensuring restraints are in proper working order when restraining the youth.
2. The use of restraints, e.g., handcuffs, leg irons, and restraining belts, must be done humanely and on all youth being transported to a secure facility, e.g., Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility, detention centers, and secure residential treatment centers. The use of restraints is discretionary for pre-placement visits.
3. Restraining equipment must not be used as punishment. Restraints shall not cause physical pain, restrict blood circulation, or breathing of a youth.
4. Under no circumstances shall the youth be secured to the vehicle by mechanical restraints during transport.
5. Youth being transported to a non-secure facility do not require restraints.
6. If the transport overlaps a meal period, the youth will receive a meal. Meals will be served to the youth in the vehicle from a drive-thru restaurant or sack lunch when appropriate. Restraints should not be removed during the meal.

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F. Mental Health Transports:

For the safety of the youth and staff, any youth being transported to an in-patient psychiatric facility will wear restraints. The sending facility may assign medical staff to accompany the youth and transporting staff. When present, the medical staff will examine the youth at regular and frequent intervals throughout the trip. The transporting staff will not remove any restraints in the course of medical treatment unless a life-threatening medical emergency is in progress or so directed by the mental health facility.

G. Contact with the Public:

1. The transporting staff will make every attempt to maintain a low profile and avoid public contact. Youth will not be permitted to make phone calls or otherwise contact family members or others during transport. Sending facilities will be discouraged from telling family/friends when a transport is to take place.
2. Youth are expected to act appropriately in public. If the transport staff observes suspicious or disruptive behaviors during the transport that cause a serious situation, he/she will return to the starting point or continue to the destination, whichever is closest. If, in the transport staff's estimation, the situation deteriorates to where security and safety are compromised, he/she will notify the nearest law enforcement office and proceed to the nearest sheriff or police station. Be prepared to stop in a safe place and call for assistance, if needed.
3. Monitor youth closely; look for warning signs that may lead to an escape attempt:
 - a. Is the youth asking questions regarding directions, specific locations, or routes to their hometown or to the nearest city?
 - b. Is the youth wearing several layers of clothing or dressed inappropriately for the season?
 - c. Is the youth paying unusually close attention to other vehicles, persons, or places?
 - d. Is the youth watching you more closely than normal?
 - e. Is the youth trying to distract you?
 - f. Is the youth moving around more than usual? This may be a sign the youth is trying to manipulate the restraints.

H. Transportation:

1. A state owned vehicle shall be provided for transport. This vehicle should have a security screen. The window and door openers in the back seat should be removed or disengaged. The vehicle shall be searched for contraband or any objects that may be used as a weapon before and after transporting youth.

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2. Inspect vehicle fluid levels, body, tires, and interior prior to departure. Check fuel; if the vehicle has a half tank or less, it must be filled by the transport staff prior to departure.
3. The number of passengers shall not exceed the number of seat belts.
4. No youth is permitted to drive state vehicles or have access to police radios, cell phones or any other transporting equipment.
5. Transporting staff are strictly prohibited from the use of alcohol and/or other drugs while in charge of youth. Please refer to [ARM 2.6.209 State Vehicle Use - Alcohol and Drugs](#) and [DOC 1.3.49 Vehicle Operations](#).
6. Incidents, which occur during transports, need to be reported immediately to the transporting staff's supervisor. Subsequently, an incident report [refer to [YCC 90-1 \(A\), Incident Report Form](#)] shall be filed. Incidents may include attempted escapes, escapes, contraband, threats of bodily injury, etc. Refer to [DOC 1.1.6, Priority Incident Reporting and Acting Director System](#).
7. Persons transporting will obey posted speed limits and use the most direct and safest route to arrive at their destination.
8. Seat belts will be used by youth and staff while vehicle is in motion.
9. When transporting three or more youth, or transporting a youth that is at high risk to self or others or is an escape risk, more than one staff should transport.
10. Transporting staff will ensure needed equipment is in proper working condition prior to transportation (cell phones, flashlights, restraints, etc.)

I. Transportation Clothing:

Youth will be transported in regular clothing unless they are a high escape risk. In high-risk cases, the transporting staff may request the sending facility to dress the youth in a detention-type jumpsuit and shoes. The youth will not be allowed possession of any personal items during transport.

J. Youth meals during transport:

1. Reasonable meal costs for youth will be reimbursed (with receipt, no higher than the state meal amount allowed during the state time guide) to the transporting staff.
2. If the youth and transporting staff choose to purchase food and beverage items outside the regular mealtime, the amounts will not be reimbursed above the rates

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that are approved by the State. For example, if the employee purchases snack items in addition to meals for the youth, the total amount for meals and snack items cannot be reimbursed in excess of the meal amount allowed by the state during the time the youth is traveling with the officer.

3. Transporting staff must submit a completed [Travel Expense Voucher \[YCC 1.4.1 \(B\)\]](#) with pertinent receipts highlighted and attached.

K. Breaks and accommodations en route:

1. For bathroom breaks, transporting staff will use law enforcement or detention facilities unless the youth's risk level, history, and current circumstance indicate it would be appropriate to use other facilities.
2. If overnight stays are required en route, acquire certificate to detain and house youth in detention unless YCC Bureau Chief or JPO II determines other arrangements are appropriate.

L. Use of Force:

1. Youth are not to be struck, pushed, or otherwise physically or forcibly handled. Situations will exist, however, where reasonable force is necessary to maintain the safety of the youth or others. Refer to policy [YCC 3.1.8, Use of Control Continuum and Restraints](#), and procedure [YCC 60-21, Use of Control Continuum and Restraints](#). When use of force is applied, [YCC 60-21 \(B\), Use of Force Information Sheet](#) will need to be completed.
2. Transporting staff that are responsible for the care and custody of youth shall not assault or otherwise injure, intimidate, threaten, endanger or withhold reasonable necessities from the youth or violate their civil rights.

M. Air Travel:

1. Transporting staff will comply with airline regulations during transport relative to use of restraints.
2. When transported by air to a secure facility, a youth should be accompanied by two staff.
3. Airport security should be notified and utilized whenever appropriate.

N. Interstate Transports:

All interstate transports shall be coordinated with the Interstate Compact office in Helena.

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IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

<i>53-1-203, MCA</i>	<i>Powers and Duties of Department of Corrections</i>
<i>2.6. Sub2 ARM</i>	<i>State Vehicle Use</i>
<i>DOC 1.3.49</i>	<i>Vehicle Operations</i>
<i>DOC 3.1.8</i>	<i>Use of Force and Restraints</i>
<i>DOC 3.1.12</i>	<i>Offender Escort & Transport</i>
<i>YCC 3.1.8</i>	<i>Use of Control Continuum and Restraint</i>
<i>YCC 60-21</i>	<i>Use of Control Continuum and Restraint</i>

VI. ATTACHMENTS:

[YCC 90-1 \(A\) Incident Report Form](#)
[YCC 90-1 \(B\) YCC Transportation Log](#)
[YCC 90-1 \(C\) YCC Transportation Log](#)